

December 21st

9:30 Ribbon Cutting and Chamber Coffee in the New Middle School Commons
4-6:30 Open House for the Public

Tours

December 15 th -	Faculty Tour at 2:30
December 13 th -17 th	High School Student Tours during Homeroom
December 20 th	Middle School Student Tours by Grade
December 21 st	Lucia Wallace Student Tours by Grade
December 3 rd	Facility Committee Tour @ 5:00

Orientation- January 12th

Middle School Student Orientation
Moving Locker Contents and Books
Run Through of Schedule

Staff Orientation

Library Procedures
Office Procedures
Office Responsibilities
Printers and Copiers
New Building Care
Phone and Intercom Training

Prior to Moving Day

Cardboard around doorframes
Plastic over carpet
Carpet or mats in hallways
Sand on streets and sidewalks
Color Code (or some id system) Rooms and Trucks
Group to move file cabinets

<u>Trailer Partners</u>	<u>Trailer Loading</u>	<u>Trailer Unloading</u>
Todd Louwagie-Pat Hamilton	Old MS Southeast	North Pod
Mike Weier-Jim McMahon	Old MS Northeast	South Pod
Holly Waltz-Pete Waltz	Old MS East	South Pod
Jeanette Walker-Val Hamilton	Old MS North	North Pod
Kim Benson-Lori Ludwig-Lynn McMahon	Old MS North	South Pod
Dave Rich-Sheila Laubenthal-Black	Old MS North	South HS Lot
Faye Bernhard-Patty Hunt	Old MS Southwest	South Pod
Clark Connor	Annex West	South HS Lot
Gregg Wellman	Old MS North	MS Commons
Office/Guidance-Warrant	Old MS West	North Commons
Shelley Louwagie-Kris VanDeventer	Old MS South	Southwest HS
Lunchroom/Commons	Annex West	MS Commons
Rich Collison	Old MS West	MS Northside
Twait/Library	Old MS West	North Commons